

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Ohio Department of Job and Family Services
Unemployment Compensation Program
P.O. Box 182404
Columbus, OH 43218-2404

Subject: Continuation of Unemployment Claim

Dear [Claims Representative's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request the continuation of my unemployment claim, which is currently under review. My details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Claimant ID: [Your Claimant ID]
- Initial Claim Date: [Initial Claim Date]

Since my last correspondence, I have continued to actively seek employment but have not yet secured a position. I have submitted my weekly claims as required and want to ensure that my claim remains in active status.

Please let me know if there is any additional information or documentation needed to facilitate the continuation of my claim. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]